

**SVKM's NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS
(AUTONOMOUS)**

VILE PARLE (WEST), MUMBAI 400 056

Date: 16th August, 2024

**NOTICE
DEGREE COLLEGE**

This is to inform all the students that they will be able to reset their MS Teams passwords independently using the new self-service password reset option.

Students are required to complete the process mentioned in the attached step-by-step guide for registering additional sign-in methods for account security.

Once the students have added alternate email ID in additional sign-in method, the student can reset their password on their own.

The process shall be completed latest by 25th August, 2024.

Please note, the process can be done only for those students who have already logged into MS teams on browser. The option to add additional sign-in method is not available in the app.

If a student is not able to log into MS teams on browser, then they shall mail on nikhil.mali@nmcce.ac.in to reset the password, latest by 21th August 2024.

Please note, no password reset request will be accepted after 21th August 2024.



Dr. Parag Ajagaonkar
Principal

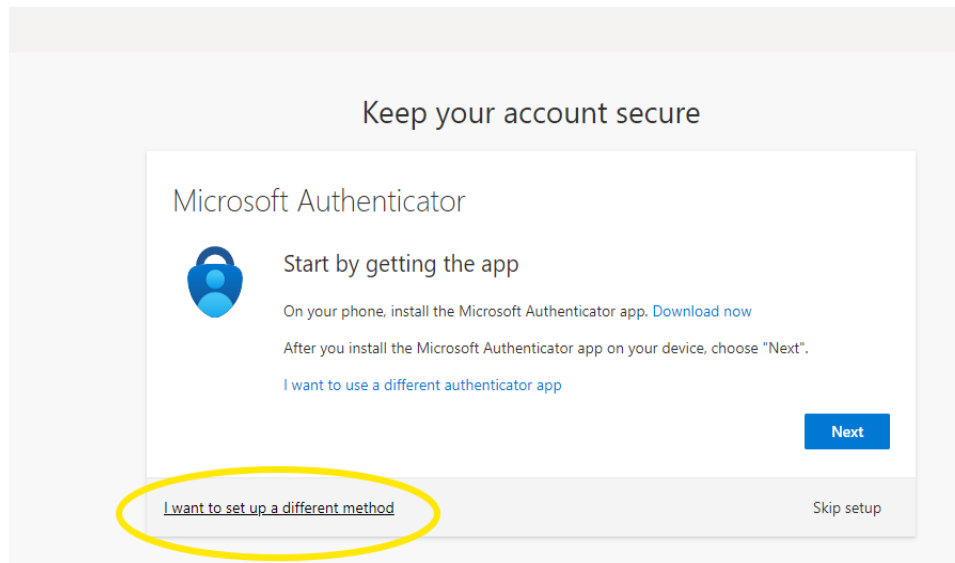
How to Register Additional Sign-In Methods for Account Security

This guide provides step-by-step instructions on how to register additional sign-in methods to enhance the security of your account. Follow the steps below to add a new sign-in method.

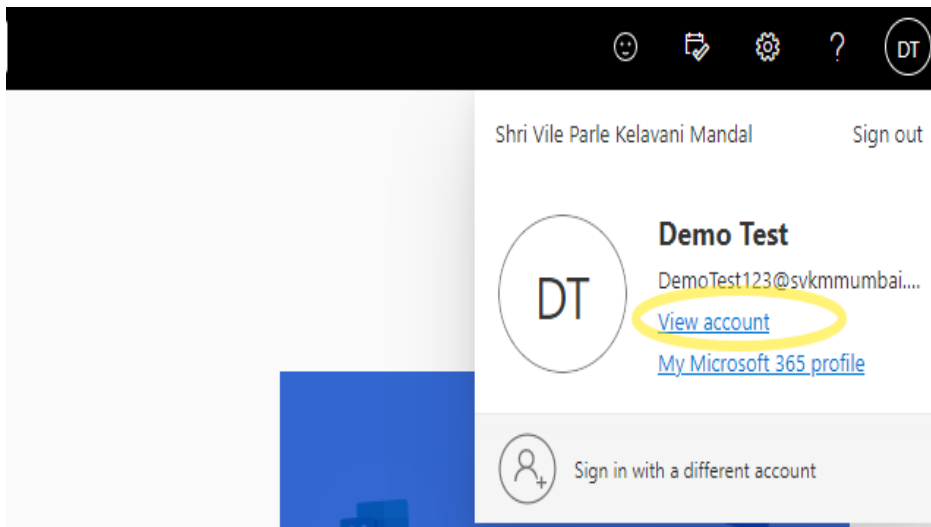
Step 1: Go to Security Info

1. Log in to your account.

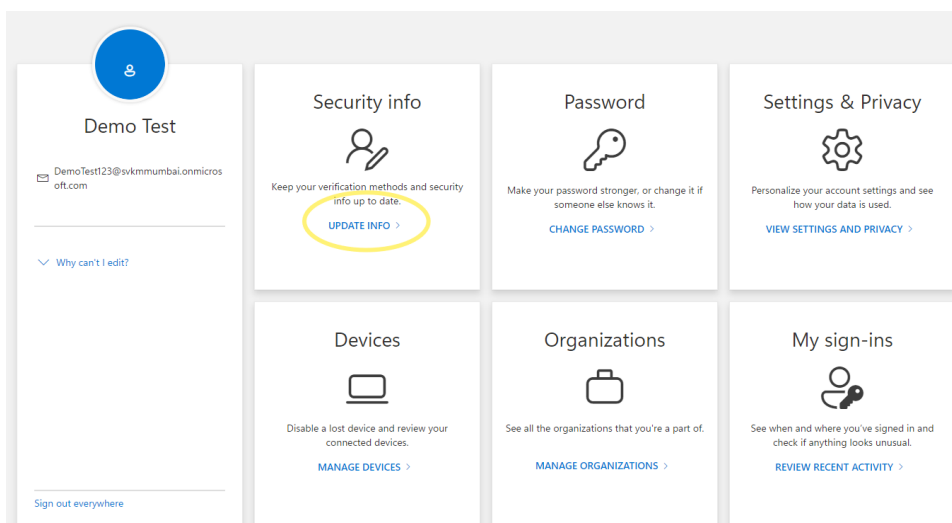
If you will get Pop-Up Message with below screenshot, then click on **I want to set up a different method.** -- > **Continue from Step 2.**



Else, ***Follow point 2.***

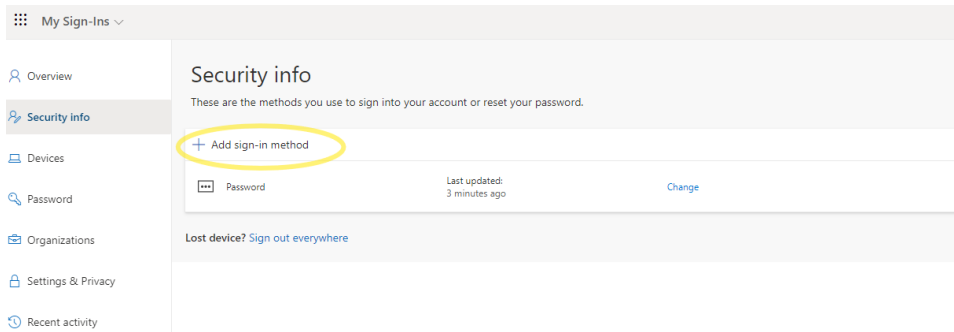


2. Navigate to the 'Security info' section by clicking on the 'Update Info' link.



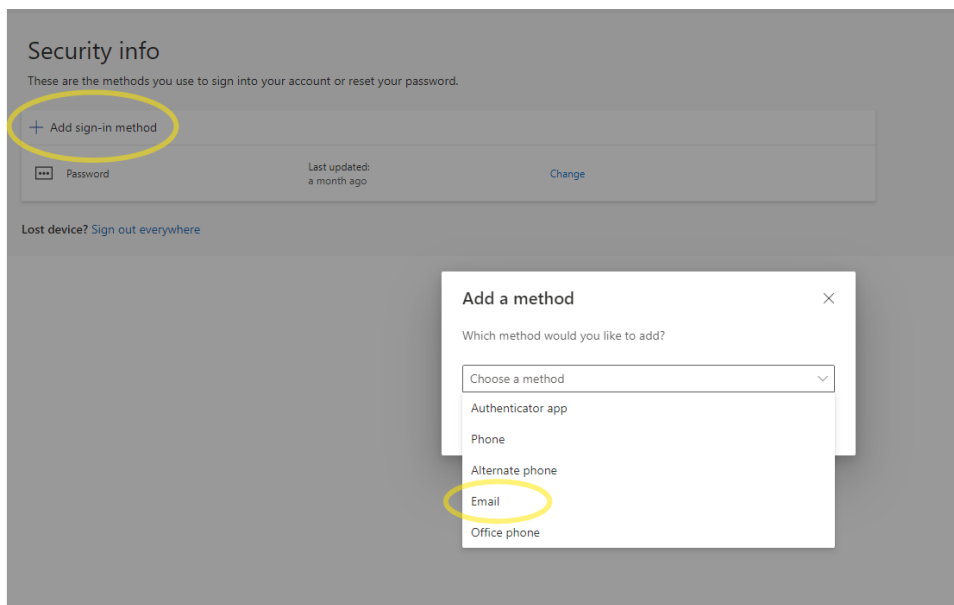
Step 2: Add a Sign-In Method

1. In the 'Security info' section, click on the '+ Add sign-in method' link.



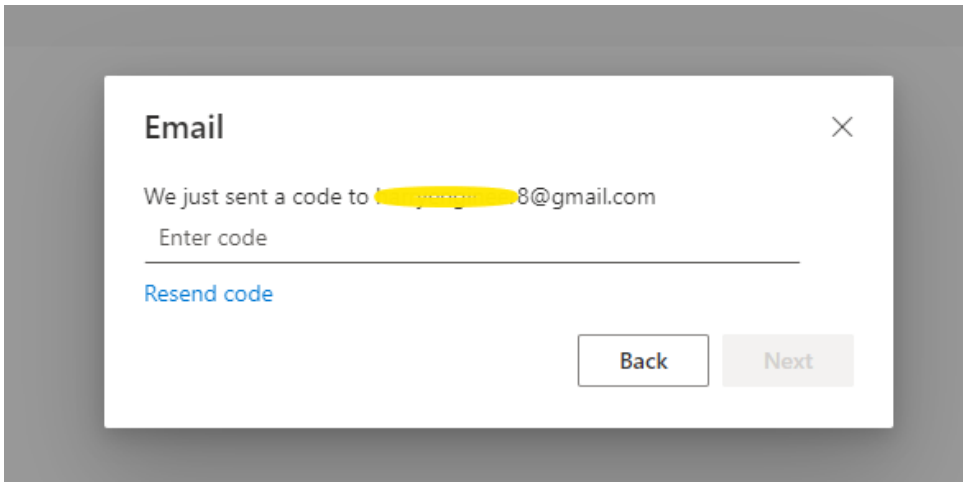
Step 3: Choose a Method

1. A new window will appear. Choose 'Email' from the dropdown menu.



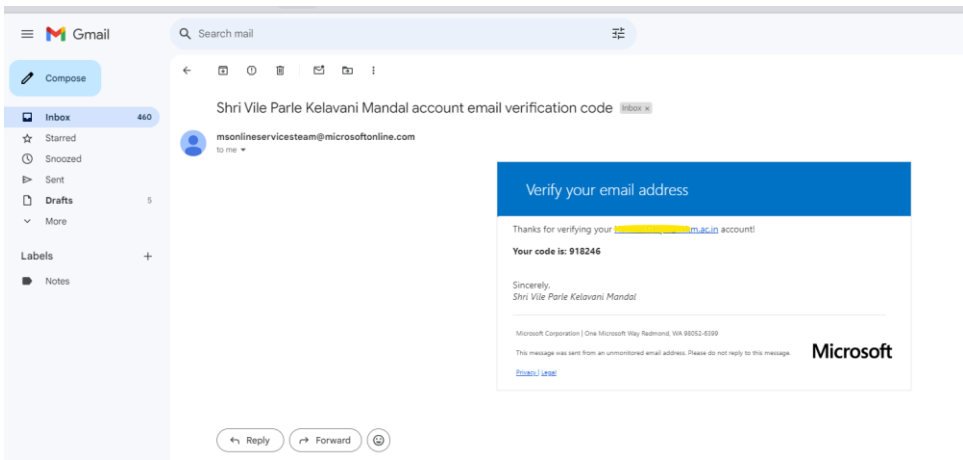
Step 4: Verify Email

1. Enter the email address you want to use for sign-in verification.
2. Click 'Next' to send a verification code to the specified email address.



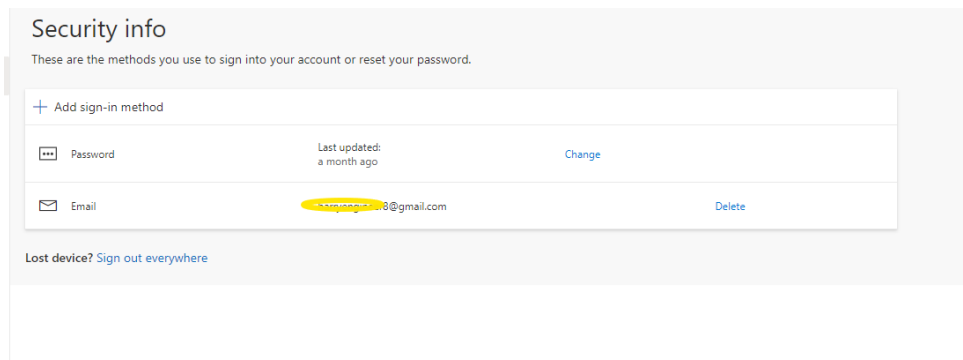
Step 5: Enter Verification Code

1. Check your email for the verification code sent by Microsoft.
2. Enter the code in the provided field and click 'Next'.



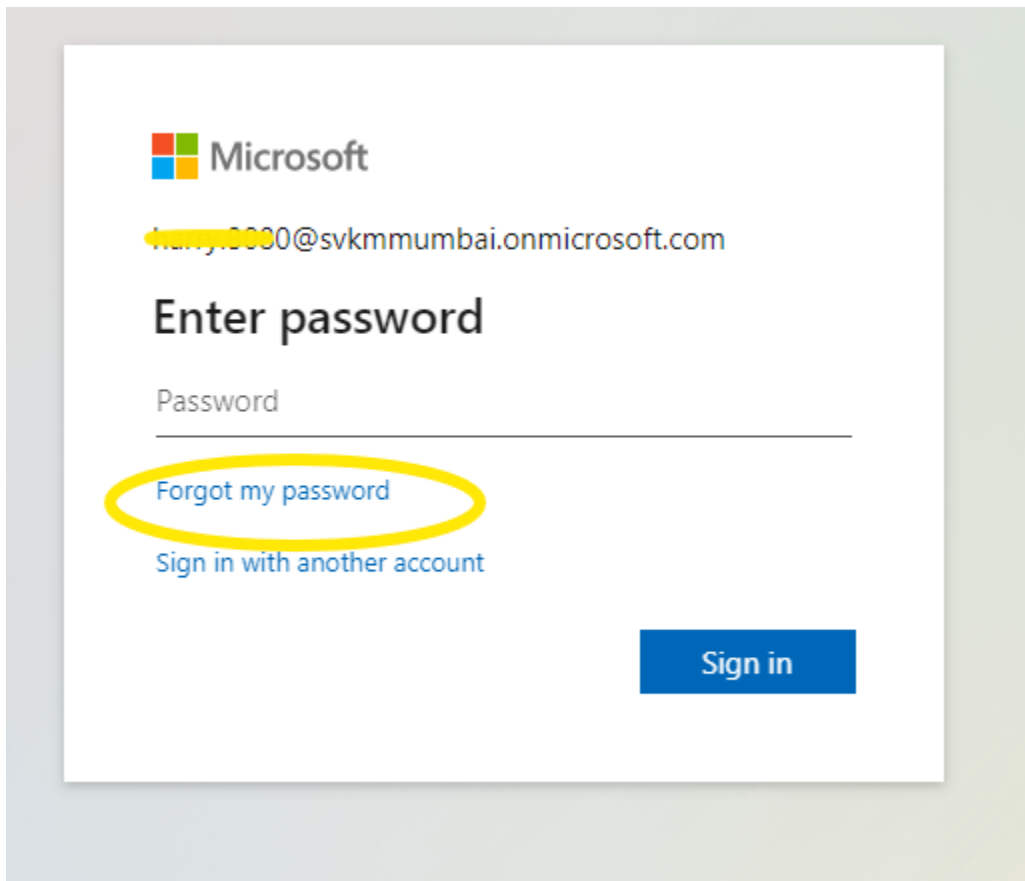
Step 6: Confirm Sign-In Method

1. Once the verification code is accepted, the new sign-in method will be added to your account.



Conclusion

You have successfully added an additional sign-in method to your account. This enhances the security of your account by providing an alternative way to verify your identity.



Microsoft

██████████@svkmmumbai.onmicrosoft.com

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next

Cancel

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (ha*****@gmail.com).

Email

Cancel

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

372392

Next

Are you having a problem?

Cancel

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

strong

* Confirm new password:

Finish

Cancel

Microsoft

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).

Sign in with your new set password.